Event #2
for signature
2/4/25

Colchester Public Schools
Application for Approval of Field Trip

Overview : This Form must be completed by all staff to request approval of a Field Trip

Directions

1. Complete the form with all applicable documentation and submit to your Department Head (BA only) and your Administrator. The Form must be submitted at least **2 weeks prior** to the Field Trip for In-State Trips and **10 weeks prior** to the Field Trip for Out-of-State Trips.
2. If approved by your Administrator, the form must be sent to the Assistant Superintendent for approval.
3. If approved by the Assistant Superintendent, the form will be sent to the Superintendent for approval.
4. If the Trip is Out-of-State, it will be brought to the Board of Education at their next scheduled Meeting for approval and final decision.

Instructional Focus

Is this Trip directly related to curriculum?	Yes (No)	Curriculum Unit :

Field Trip Information

Applicant Name : Cindy Praisner	Method of Transportation : School Van / Bus
School : Bacon Academy	Bus Service Number :
Grade(s) & Group(s) : Robotics 9-12	Number of Students : 22
Date(s) of Trip : March 21-23	Number of Day(s) of Trip : 3
Event : WPI District Competition	
Destination : WPI Harrington Auditorium	Phone Number : 508. 831. 5000
Destination Address : 100 Institute Rd, Worcester	State : MA
Time of Departure from School : See page 2	Clothing / Equipment Required :
Time of Arrival to School : "	Team Shirt / Robot / Tools

Student Cost Information

*Cost to Student $ 0	Suggested Student Pocket Money $ 5

Supervision Information

1. Name : Tom Praisner	Cell Phone : 959. 444. 1605
2. Name : Alan Mocksfield	Cell Phone : 860. 949. 3292

List all Adult Chaperones: Ratio of adult chaperones to students must be at least : 1:5 for Grades K-2, 1:8 for Grades 3-5, 1:10 for Grades 6-8 and 1:15 for Grades 9-12 (1 day trips) or 1:10 (overnight trips)

Cindy Praisner 860. 705. 9765
other mentors as available

Administrator Signatures

Applicant	Cindy Praisner	Date 2/4/25		
Department Chair (BA Only)		Date	Approved	Denied
Principal/Administrator	Amy Pagie	Date	Approved	Denied
Assistant Superintendent		Date	Approved	Denied
Superintendent		Date 2/7/25	(Approved)	Denied

Board of Education (if applicable)

Board of Education Meeting Date	Approved	Denied

Field Trip Instructional Plan

Field Trip Location : WPI Harrington Auditorium

Reference Check : Visited Site On : OR Spoke with: FIRST Arranged

Name of Staff Completing Form : Cindy Praisner

Grade / Group Attending : 9-12 Robotics Team

Instructional Focus of Field Trip

Specific Curriculum Standards Addressed by Field Trip:

N/A

Assessment of Student Learning:

N/A

Trip Agenda/Activities

List/Attach entire break out of times for each day. Include travel time and all activities

Date/Time	Location	Activity
	See Attached	

Bus Information

Bus Reservation Date	Price of Bus(es) $

Event #2

M & J BUS INC.

TRANSPORTATION REQUEST FORM

PLEASE USE THIS FORM TO REQUEST BUS TRANSPORTATION. ALL ORDERS BEING PAID BY COLCHESTER PUBLIC SCHOOLS MUST BE ACCOMPANIED BY A PURCHASE ORDER. CALL FOR A PRICE QUOTE. FILL IN THE FORM BELOW AND FAX IT TO OUR OFFICE AT 860-537-2625. PLEASE SIGN THE FORM AS YOUR APPROVAL TO BOOK THE TRIP AT THE QUOTED PRICE. WE WILL THEN BOOK THE BUS AND RETURN A SIGNED COPY BY AN M&J EMPLOYEE TO LET YOU KNOW WE RECEIVED THE ORDER. PRICES ARE SUBJECT TO CHANGE IF THE TIMES OR DESTINATION OF THE TRIP IS CHANGED IN ANY WAY.

BILLING TIME IS ½ HR BEFORE DEPARTURE TIME AND CONTINUES THROUGH ½ HR AFTER RETURNING TO DEPARTURE POINT.

TODAYS DATE: 02/03/25

PERSON PLACING ORDER: Susan McKiernan

SCHOOL OR ORGANIZATION: BA

PHONE NUMBR: (8) 537-2378

NUMBER OF BUSES REQUESTED: one

TRIP DATE: 3/22 TRIP PICKUP TIME: 645 AM

PICKUP LOCATION: BA

DESTINATION: 100 Institute Rd Worcester MA

TIME LEAVING DESTINATION: 700 PM

TIME BUS WILL ARRIVE BACK AT PICK UP: 815 PM

DROP-OFF / PICK-UP: _____ OR BUS TO STAY: _____ See attached

(4 HR MINIMUM FOR DROP & PICK / 2 HR MINIMUM FOR BUS TO STAY)

***NOTE – M & J BUS INC. RESERVES THE RIGHT TO REFUSE TO DO TRIPS AS DROP-OFFS & PICK UPS BASED ON THE LOCATIONS AND TIMES.**

BASED ON THE INFORMATION ABOVE, THE COST, PER BUS, FOR THIS TRIP IS: _____

PURCHASE ORDER #: _____ OR C.O.D. _____

M & J BUS INC. AND ITS EMPLOYEES ARE NOT RESPONSIBLE FOR ANY ITEMS LOST, STOLEN, OR LEFT ON BUS.

TO RESERVE THE BUS/ES FOR THIS TRIP, PLEASE SIGN, DATE, AND FAX BACK TO US AT 860-537-2625
IF YOU HAVE ANY QUESTIONS, PLEASE CALL GREG CORDOVA @ 860-537-2622.

SIGNATURE: _____ DATE: _____

CONFIRMATION SIGNATURE (M & J BUS INC)

SIGNATURE: _____ DATE: _____

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TODAYS DATE: 02/03/25

PERSON PLACING ORDER: Susan McKiernan

SCHOOL OR ORGANIZATION: BA

PHONE NUMBR: (8) 537-2378

NUMBER OF BUSES REQUESTED: one

TRIP DATE: 3/23 TRIP PICKUP TIME: 645 AM

PICKUP LOCATION: BA

DESTINATION: 100 Institute Rd Worchester MA

TIME LEAVING DESTINATION: 6 PM

TIME BUS WILL ARRIVE BACK AT PICK UP: 8 PM

DROP-OFF / PICK-UP: _____ OR BUS TO STAY: _____

(4 HR MINIMUM FOR DROP & PICK / 2 HR MINIMUM FOR BUS TO STAY)

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SIGNATURE: _____ DATE: _____

CONFIRMATION SIGNATURE (M & J BUS INC)

SIGNATURE: _____ DATE: _____

Event #2

FIRST Robotics Competition Event 2

Friday, March 21- March 23 Worchester Polytechnic Institute

March 21- Pit Set-Up

SCHOOL VAN: T Praisner will pick up Roadie Group of 7 students and 1 additional mentor to travel to WPI to set up the pit in preparation for competition. 2 Mentors will drive separately with the team trailer. Leave Bacon at 3:30 pm for competition site at URI Keaney Gym, 85 Keaney Rd, Kingston, RI. Group will be at competition site for pit set up and practice matches from 5-9:00 pm. Van will leave at 9:00 pm. Group will stop for dinner on the way home and return to Colchester by 10:00 pm for parent pick up.

March 22- Team Travel to WNE

M and J BUS will pick students and mentors up and leave Bacon Academy at 6:45 am for WPI competition site. Bus Pick-up at WPI will be 7:00 pm. Bus will transport all back to Colchester for a 8:15 pm pick up by parents. Lunch and dinner will be provided by the team on site.

March 23- Team Travel to WNE for Day 2 of Competition

M and J BUS will pick students and mentors up and leave Bacon Academy at 6:45 am for WPI competition site. Bus Pick-up at WPI will be 6:00 pm. Bus will transport all back to Colchester for a 8:00 pm pick up by parents. Lunch will be provided by the team on site and the bus will stop for dinner on the way home.

Supervision Information:

John L Spaulding	860-234-7058
Alan C Mocksfield	860-949-3292
Jason Belding	860-391-1581
Seth Crampton	860-681-6075
Bradley Graham	860-373-6110
Mark Noniewicz	860-917-8010